



CLIENT GUIDELINES & AGREEMENTS

academicimpressions.com

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WELCOME

Your commitment to Coaching is a powerful statement about your commitment to your personal, professional, and institutional success. Coaching provides you with the space to develop the necessary skills to align your career and life aspirations with your strengths and values. Coaching also provides you with the opportunity to challenge limiting beliefs that may be cementing you in old behavior patterns.

We all have internal forms of negative self-talk. In fact, many argue that our brains are wired to focus on the negative. With coaching, you will be held naturally creative, resourceful, and whole and therefore best able to recognize your own wisdom, insights, and at times untapped greatest capabilities. Therefore, it is assumed that you are the expert on your life.

You will be asked direct and powerful questions that relate to your agenda for learning, growth and action. You will be asked to act when appropriate, and you will be held accountable in supportive ways for the actions that you commit to. You and your coach will work as a team to co-create a coaching alliance that will help you stay focused toward your career and life goals, established each session through your co-created agenda.

Your first session will be scheduled as soon as possible. At that time, you and your coach will design a coaching relationship that best meets your aspirations. You and your coach may use various assessments to take a snapshot of how you perceive several areas of your strengths and areas to grow, and how you are perceived by others.

There is nothing more powerful you can do to encourage others in their quest for personal mastery than to be serious in your own quest.

-Peter Senge

This welcome packet is designed to share client guidelines and agreements. In a separate, background information on you to assist you and your coach design the scope of your coaching engagement, and background on coaching to help you be best prepared to get the most from your sessions. Remember that we are also always here to help you navigate your personal and professional development. Once again, welcome to Academic Impressions Coaching! We are confident that we can design a powerful relationship that will provide the structure and process to support and enhance your learning and keep you moving forward. We admire your commitment to yourself, to your institution and to your future.

You and your coach will discuss the Key Focus Topics that you want to hold for the initial term of coaching, and we will discuss the values that define you. You may choose to fill out these pages before your appointment and e-mail them to your coach and moira@academicimpressions.com, or you may choose to go through the pages during the initial coaching call.

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WHAT TO EXPECT

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PREPARATION FOR YOUR COACHING SESSIONS

You are encouraged to be prepared for each session. The more prepared you are for coaching, the more you will get from each session. You decide how you want to invest your coaching time. It is important, and ideal if possible, that you have an agenda for each call. However, if unable to do that preparatory work, you and your coach can spend the first few minutes establishing this.

A typical session has the following flow:

1. How are you? What are some “small wins” since we last spoke?

2. Progress Check

What have you accomplished or focused on since our last session? What progress are you making on goals, projects, or commitments? How are you doing in your area of focus?

Is there anything here you would like to look at in this session?

For instance, consider steps taken last week or outcomes you have created.

3. Topics for today

What issues, challenges, achievements, or questions would you like to address today? In a typical one-hour session, you may cover two to five topics.

4. Action Items

What would you like to accomplish or focus on before our next session? Is there any support you need to make or allow this to happen?

Questions to help you to prepare for the call:

1. How did you “walk your talk” this week or this month?
2. What did you learn/accomplish since we talked?
3. What challenges/problems are you currently facing?
4. What opportunities are available to you currently?
5. Where are you today on a scale of 1-10?
6. What are you telling yourself?
7. What’s the big picture for you?
8. How do you want to use your coaching call today?

How can I get the most out of coaching?

- Simply notice what you have been experiencing.
- Choose and play with options.
- Be where you are. Get clear on who you are.
- Set goals that stretch you. Go to your edge and fail regularly.
- Ask for what you need. A complaint is an “unspoken request.”

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COACHING AGREEMENT

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Agreements for you to commit to for your coaching engagement:

1. I am ready to be coached, and I agree to be present, authentic, honest, and maintain my integrity.
2. I understand that coaching is not therapy, counseling, mentoring, or consulting.
3. I will take risks and embrace failure. I will partner with my coach in creating a safe and courageous space to engage the coaching relationship.
4. I will be honest with my coach about how to coach me, and I will make direct requests for what I need.
5. I am responsible for my life and my impact on myself and others.
6. I will do my best to come to each session with an agenda and will be ready to be coached.
7. I am responsible for seeing that I receive all of the Coaching throughout the duration of the coaching engagement.
8. I will reschedule an appointment within 24 hours of the appointment.
9. If I am late for an appointment my session will be shortened accordingly.
10. I commit to Coaching. Upon completion of the coaching engagement, and at the election of both the coach and me, this agreement will convert to 12 additional sessions or other mutually agreeable term or will be terminated.
11. I will give a two-week notice before terminating this coaching relationship for the purpose of scheduling a final call to conclude the coaching relationship in a professional manner.

I will return this signed document to my coach and to moira@academicimpressions.com.

My signature below indicates my acceptance of the above agreements and expectations, my understanding of the services to be provided and my responsibilities in this relationship.

Client Signature _____ Printed Name _____ Date _____

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